902 Acceptance of Gifts/Donations/Fundraising Policy

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This policy regulates the acceptance of gifts, donations, and fundraising efforts of the school.

General Statement of Policy

Three Rivers Montessori will only accept gifts, donations, and outside fundraising efforts that are consistent with the school's mission and are in compliance with local, state, and federal laws. Neither the school nor any district employee or other person acting on behalf of the school may accept any donation or gift unless such acceptance is in compliance with this policy. Once accepted, all gifts, donations, and funds raised become the property of Three Rivers Montessori.

Definitions

A. "The School" shall refer to Three Rivers Montessori public charter school and private preschool program, The Children's House.

B. "Administrative Leadership Team" shall be comprised of all school leaders within the various departments of TRM such as Operational, Academic, Special Education, and the Executive Director

Acceptance of Gifts, Donations, Funds Raised

A. The School may receive gifts, donations, and/or outside funds raised. The term "gifts" includes in-kind gifts. Site principals or program administrators receiving gifts of more than $5000 must complete the contribution proposal described in Appendix A. The following factors will be considered by the school when deciding to accept or reject gifts:
  1. Does the gift have a purpose that furthers the mission of Three Rivers Montessori?
  2. Does the gift place restrictions on The School's use of the gift?
  3. Does the gift imply an endorsement of any business or product?
  4. Does the gift have unsustainable, ongoing expenses that require substantial funding?

5. Does the gift create inequities between programs or departments?

B. The district will not accept a gift that contains restrictions or conditions that conflict with local, state, or federal laws, TRM policies, or contracts to which The School is a party. The School will not accept a gift which, in its sole discretion, it determines to pose a risk to the health and/or safety of The School's students, employees, or other individuals.

C. Individuals and groups desiring to make a contribution in support of a specific department or program, as opposed to a gift for the general benefit of the school at large, will communicate with building administration, the department/program administrator, or the Executive Director. The contributor will describe the nature and the extent of the gift.

D. A written contribution proposal is required for all contributions exceeding $5000, to be submitted to the Executive Director (see Appendix A, Contribution Proposal).

E. The School Board will formally accept and recognize all gifts at a regular meeting of the board. The recognition will be shared in accordance with the Minnesota Government Data Practices Act and other applicable laws.

F. The Board may accept a gift of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift.

G. The board will have the sole authority to determine whether a gift, precondition, condition, or limitation on use; included in a proposed gift, furthers the interests of or benefits The School and whether it should be accepted or rejected.

Proposal for Donation to Support a Specific Need

A. The School will consider accepting donations for a specific department, program, or specific need when a TRM organization or partnership cannot be identified or accessed to support the specific need. The need can be brought forward by staff or community members.

B. The specific need and donation process - including potential fundraising - will be formally submitted in a proposal to the Executive Director. The Executive Director will review the proposal and determine the best option for addressing the need. The options include directing the proposal for consideration to:
  • An existing Board working group or subcommittee
  • An organization or agency outside of the district's organizations and partnerships (i.e., county, city, or state entities); or
  • The administrative leadership team, which will review and consider the proposal based

on Section A;1., above.

C. The administrative leadership team's consideration will result in:

Approving the proposal and defining the district's funding account to be used to execute the proposal; Modifying the proposal to meet parameters established by district policy, and then approving the proposal and defining the district's funding account to be used to execute the proposal; or Rejecting the proposal. The decision of the administrative leadership team is final.

Administration in Accordance With Terms

If the school board agrees to accept a gift that contains preconditions, conditions, or limitations on use, the district will administer the gift in accordance with those terms.

Memorial Gifts and Recognitions

Gifts and/or requests in memory of an individual, group, or event can be accepted with memory recognition options to student scholarships, personalized/engraved items for school grounds, or targeted educational programs. Memorials will be reviewed and determined by the administrative leadership team.

Legal
References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts to Municipalities)

Appendix A

Contribution Proposal

A written contribution proposal is required for all contributions exceeding $5000. TRM employees receiving gifts of more than $5000 must complete this contribution proposal and return to the Executive Director.

1. Amount/value of gift: Describe how the gift
furthers the mission of Three Rivers Montessori:

2.Are there any restrictions on TRM's use of the gift?

3.Does the gift imply an endorsement of any business or product?

4.Describe in detail any ongoing expenses TRM may incur if the gift is accepted.

5.Does the gift create inequities between departments or programs?

(You may add additional details to the back of this form)